

(b) (6)

(b) (6)

(b) (6)

PROFESSIONAL PROFILE: Graduate-level educated business administrator with experience preparing and executing procurement actions and analyzing an organization's contract administration for post-award contract actions to ensure contract compliance. Extensive knowledge of marketing, strategic management, and purchasing.

DEFENSE ACQUISITION UNIVERSITY (DAU) COURSES

CLC 003 Sealed Bidding

CLC 004 Market Research

CLC 005 Simplified Acquisition Procedures

CLC 009 Service-Disabled, Veteran-Owned Small Business Program

CLC 020 Commercial Item Determination

CLC 024 Basic Math Tutorial

CLC 028 Past Performance Information

CLC 030 Essentials of Interagency Acquisitions/Fair Opportunity

CON 100 Shaping Smart Business Arrangements

CLG 006 Certifying Officer Legislation Training for Purchase Card Payments

CLG 005 Purchase Card Online System (PCOLS)

CLG 001 DoD Government-wide Commercial Purchase Card Overview

SPS 101 Standard Procurement System (SPS) FPDS-NG User

Continued Education Units from Universal Class:

Excel 2016 Course, Economics 101 Course, Team Building 101

EDUCATION:

- **Technical or Occupational Certificate in Operations Management;** 09/2020; University of Phoenix, Phoenix, AZ United States; GPA: 3.72; 18 Quarter Hours
The program provided the knowledge of how to summarize purchases and procurement decisions, understand the different functional areas of an organization, and analyze the implications of operating in a changing global business environment.
RELEVANT COURSEWORK: Operations Management, Business Process Management, Enterprise Resource Management, Systems Thinking and Performance Measurement, Managing Quality in the Supply Chain, and Operations Management Capstone.
- **Master of Business Administration;** 12/2019; Columbia Southern University, Orange Beach, AL United States; GPA: 3.92; 36 Quarter Hours
RELEVANT COURSEWORK: Strategic Management and Business Policy, Research Methods, Business Ethics, Management Information Systems, Human Resource Management Methods, Advanced Marketing, Corporate Finance, New Product Marketing, Strategic Marketing, Organizational Research, International Business, and Business-to-Business Marketing.

- **Bachelor of Business Administration/Management;** 06/2018; Columbia Southern University Orange Beach, AL United States; GPA: 3.62; 120 Quarter Hours; Honors: Cum Laude
RELEVANT COURSEWORK: Principles of Macroeconomics, Principles of Marketing, Information Systems Management, Principles of Accounting I, Financial Management, Organizational Communication, Human Resource Management, Business Law, Staffing Organizations, Organizational Theory and Behavior, Business Policy and Strategy, Business Ethics and Project Planning.
- **Associate Degree in Criminal Justice;** 08/2009; ITT Technical Institute, Carmel, IN United States; GPA: 3.95; Credits Earned: 96 Quarter Hours
WRITTEN COMMUNICATION: Conducted numerous written reports and projects that required extensive research utilizing several different resources to produce a successful outcome. *Member of the National Technical Honor Society (NTHS).*

PROFESSIONAL EXPERIENCE:

Property Manager
Riverside, CA
Supervisor: Self

02/2018 - Present
Part-time: 40 hrs/wk

As owner and qualified manager of my rental property, I oversee the landscapers and coordinate with other service providers, while ensuring excellent customer service for tenants.

CONTRACT MANAGEMENT AND BID REVIEW / NEGOTIATIONS: Property and facilities contract negotiations and management. Prepare contract specifics including proposed services, timelines, materials and safety consideration for personnel and property. Review Requisitions/ Quotes from Vendors. Negotiate terms for contract services. Perform detailed analysis of bids received.

CONTRACTOR SURVEILLANCE: Supervise and ensure that contractors are performing within the scope of work for the agreement. Resolve problems and communicate changes as needed. Request specific additional services and negotiate change orders based on weather-related changes, or tenant build-out; renovations as needed.

VENDOR RESEARCH: Compile vendor list for consideration of contracted services for grounds and property maintenance. Review market conditions and available vendor services to determine best price and service. Ensure capability to perform facilities and grounds maintenance timely and with safety considering property residents. Perform background and reputation of service providers.

COST AND/OR PRICE ANALYSIS: Maintain and review financial statements for the rental property. Compare costs/expenses in effort to identify cost saving opportunities. Renegotiate service contracts with lawn care services as needed.

ACCOUNTABILITY AND COMPLIANCE: Comply with state and federal screening laws to ensure suitable applicants for the property. Comply with the Fair Credit Reporting Act (FCRA) to increase transparency for applicants with background and credit checks. (Compliance with the Fair Housing Act ensured that there was no discrimination in the tenant screening process.) Perform background and credit checks of applicants through third party screening services, confirm employment location and income, call applicant references and former landlords, and conduct interviews with applicants. Continually monitor

compliance with tenant contract agreements. Coordinate with an attorney to review and ensure lease contracts were consistent with all applicable laws related to rental properties.

BUSINESS ANALYSIS: Conduct market research of the area to determine the average rental price, the number of rental properties available, and average income of the area in order to determine the best listing price. Advertise the property on multiple platforms to maximize exposure of my property and to limit the amount of time that the property is on the market.

RECORD KEEPING: Create and maintain tenant applications and screening documents for applicants. Prepare rental contracts, outlining the timing of rental payments, late payment procedures, eviction procedures, and maintenance details.

COMMUNICATION SKILLS AND CUSTOMER SERVICE: Respond quickly and communicates effectively with tenant concerns of maintenance issues on the property. Resolve problems with tenants in a timely manner. Provide the highest level of customer service at all times. Maintain a positive relationship with local contractors, negotiate maintenance repair costs, and coordinate repairs with contractor and tenant.

KEY ACCOMPLISHMENTS:

- Implemented a system for tracking income and expenses through the use of spreadsheets to determine financial health.

Owner /Operations Manager

Patriot Design Company
Riverside, CA
Supervisor: Self

02/2020 - Present

Part-time: 20 - 40 hrs/wk
Private Sector

As owner and qualified manager of Patriot Design Company, I oversee the operations of a small business that creates unique custom products.

ACCOUNTABILITY AND COMPLIANCE: Maintain the overall operational standards of the company, the highest level of customer service, and inventory control. Estimates costs, labor and overhead, to prevent unnecessary costs and allocation of resources.

BUSINESS SYSTEMS: Established and implemented ERP business systems integration with e-commerce platform Shopify and QuickBooks. Supporting synchronized accounting, procurement activities and financial reporting.

BUSINESS ANALYSIS: Analyze sales, inventory, cash flows, and online traffic. Determines solutions for encountered oversight and business problems. Operates and updates databases for the successful tracking and management of procurements, sales, and inventory.

CONTRACTING/PROCUREMENT: Solicit quotations for bulk orders, reviewing offers for price reasonableness and determining the best options in terms of profit. Evaluates proposals from different required services.

COMMUNICATION SKILLS AND CUSTOMER SERVICE: Meet with customers for consultations on custom product designs, provide financial estimates, negotiate contracts, and create contracts for custom product orders. Efficiently fulfill customers' orders and ship products to customers in a timely manner. Respond efficiently to customers and provide positive customer support.

KEY ACCOMPLISHMENTS:

- Established Patriot Design "DBA" in 2020. The company aims to create unique custom-made patriotic designs from wood. Prior to establishing the company, an extensive amount of research was conducted through a number of different tools and databases such as Mergent online and business source complete. The use of NAICS helped narrow down the industry and examine statistical data for forecasting purposes. The use of a SWOT analysis was used for the startup to help determine areas of the company to focus on and how to take actionable steps to be successful.

LAW ENFORCEMENT EXPERIENCE:

Police Officer

Department of Defense - USN
NSWC Corona
Supervisor: (b) (6)

04/2015 - Present
Full-time; 40 hrs/wk
GS-07 (0083)
(b) (6)

In my daily duties, I applied Federal, State, Local, and Base laws and regulations, conducting preliminary and final short-term investigations of a broad range of alleged and actual crimes onboard NSWC Corona.

PROBLEM SOLVING: Analyzed problems, gathered pertinent data, and recognized solutions to the problems.

INTERPERSONAL COMMUNICATION SKILLS: Communicated and effectively dealt with a variety of personnel on a daily basis. Generated reports for all incidents that required a police response. Performed Supervisor Watch Commander duties on numerous occasions and was responsible for the supervision of 3 additional police officers on shift. While performing Watch Commander duties, accounted for the Ready for Issue (RFI) armory of weapons and ammunition.

KEY ACCOMPLISHMENT:

- Graduated from the Federal Law Enforcement Training Center (FLETC) – Uniform Police Training Program (UPTP) with the Highest Academic Honors Award with a 97% average ranking #1 of over 60 personnel.

Correctional Officer

Department of Justice - Bureau of Prisons
FCC Victorville
Supervisor: Administrative Lieutenant's Office

09/2013 - 04/2015
Full-time; 40 hrs/wk
GL-06 (0007)
(b) (6)

I enforced rules and regulations governing facility security, inmate accountability, and inmate conduct to ensure judicial sanctions are carried out and inmates remain in custody. I used communication skills to

prevent/de-escalate possible situations from getting out of control and communicated effectively with large groups of inmates ranging from medium to high security inmates.

KEY ACCOMPLISHMENT:

- Received highest overall grade in the academy out of 65 other personnel, and was named honor graduate.

Police Officer

Department of Defense - USMC

MCB Camp Pendleton

Supervisor: (b) (6)

01/2009 - 09/2013

Full-time; 40 hrs/wk

GS-07 (0083)

(b) (6)

In my daily duties, I applied Federal, State, Local, and Base laws and regulations, conducting preliminary and final short-term investigations of a broad range of alleged and actual crimes onboard MCB Camp Pendleton. I analyzed problems, gathered pertinent data, and recognized solutions to the problems. I communicated effectively with the community.

KEY ACCOMPLISHMENT:

Graduated top two in the USMC Police Academy with a 97.5% average.

MILITARY EXPERIENCE:

Petty Officer First Class

USN Reserve

NSWC Corona/ NWS Seal Beach

Supervisor: Chief Estevan Flores

05/2008 - 05/2018

Full-time: 40 hrs/wk

E6/MA1

(310) 953-5007

As a Master-at-Arms First Class Petty Officer, Lead Petty Officer, Tactical Supervisor, Chief of the Guard, Patrol Officer, and Command Fitness Leader. I aided the Officer in Charge in administering, supervising, and the training of division personnel with the following roles as technical expert in the Master-at-Arms field, supervisor, leader, advisor/ counselor, and mentor. I actively trained sailors within the unit in Military Law Enforcement procedures and tactics under my direct supervision.

RECORD KEEPING: Maintained up-to-date records and personnel files reflecting up to date qualifications in weapons, use of force/deadly force, and emergency vehicle operations course utilizing spreadsheets/tracking systems via Microsoft Excel.

COMMUNICATION SKILLS AND TRAINING: Provided training courses to both small and large groups of people through effective written and oral communication and discussions. Prepared and executed a number of presentations for both small and large groups. Planned and organized short- and long-range training schedules to ensure all requirements were up to date. Reflected training status through written reports in Microsoft Word and presented them to supervisory staff in a Microsoft PowerPoint Presentation. Compiled large amounts of training records for the entire unit, identifying any discrepancies and/or irregularities. Determined status of each member's current training readiness. Maintained constant contact with supervisory staff through oral communication and electronic correspondence.

KEY ACCOMPLISHMENTS:

- Ensured Navy Reserve NSF Unit was fully qualified in every aspect of their Master-at-Arms duties, leading to fully qualified and mission ready personnel to support/augment DoD Police Officers at Naval Surface Warfare Center in Corona. Ensured all members were fully qualified for mobilizations and recall to active duty.

DEPLOYMENTS

- **(07/2016 – 07/2017) Deployment/AFRICOM/Camp Lemonier Djibouti/Coastal Riverine Squadron (CRS) 11:** While deployed with CRS 11, I was responsible for one of the most critical departments within CRS 11. As the Lead Petty Officer for the Boats Maintenance Facility, I managed and supervised the preventative and corrective maintenance for seven Tactical Craft 34' Sea Ark Patrol Boats valued at \$10.5 million each. As a Tactical Craft Coxswain with weapons release authority, I supported over 25 continuous missions and executed 126 AT/FP missions of U.S. and Coalition Maritime assets while forward deployed in Djibouti, Africa. As one of the subject matter experts in the operations of the Tactical Craft 34' Sea Ark Patrol Boats, I developed a training program and successfully qualified crewmen, engineers, and navigation radio talk officers while deployed. I prepared and created written and oral presentations utilizing PowerPoint presentations for addressing training and possible issues that required recommendations. I created and forwarded evaluations for sailors on a periodic and annual basis. I prepared and presented navigation briefs to command staff prior to missions. Result: Navy and Marine Corps Achievement Medal: cited for meticulous management and technical expertise which led to the certification of 12 maritime boat crews, the qualification of expeditionary warfare specialists, and exceptional professionalism, unrelenting perseverance, and loyal devotion to duty.
- **(08/2012 – 08/2013) Deployment/CENTCOM/Bahrain/Coastal Riverine Group (CRG) 2:** I deployed with Maritime Expeditionary Security Squadron (MSRON) Twelve to Bahrain under the Navy Expeditionary Combat Command. Performed duties as the Chief of the Guard for a 12 person Embarked Security Team operating within the 5th Fleet Area of Operation. I was responsible for the security of the High-Value Assets embarked on. Area of Responsibility included the Arabian Gulf, Horn of Africa, Somali Coast, and Red Sea. I was the Work Center Supervisor for a twelve-person team while on deployment. Duties included: Ensuring all maintenance/cleaning of small arms and crew-served weapons were completed safely and without damage to weapons within the required time. I assumed duties as Work Center Supervisor for all communication systems utilizing the 3M (Maintenance, Material, Management) system. Result: Navy and Marine Corps Achievement Medal: cited for outstanding leadership and professional initiative while deployed in support of operational vigilant mariner onboard three high-value assets. Led sailors through an arduous training cycle and over 1,500 hours of detection and deterrence through high-threat choke point transits, port visits, and underway replenishments as Chief of the Guard on a 12-person team. Maintained weapons and equipment valued at over \$400,000 with zero discrepancies. Also, cited for exceptional professionalism and loyal devotion to duty.
- **(01/2010 – 01/2011) Deployment/CENTCOM/United Arab of Emirates/Maritime Expeditionary Squadron 6:** I deployed with Maritime Expeditionary Security Squadron (MSRON)

6 to the United Arab of Emirates under the Navy Expeditionary Combat Command and performed Anti-terrorism Force Protection procedures for High and Extreme High Value Assets. While Mobilized with MSRON 6, I took on the duties of Chief of the Guard and Entry Control Point Supervisor, and was responsible to the Tactical Supervisor for 25 security personnel resulting in zero mishaps. Result: Navy and Marine Corps Achievement Medal: cited for professional achievement as Chief of the Guard, personal initiative, and meticulous attention to detail while deployed at a critical level II facility in the Persian Gulf. Provided tactical supervision of 30 personnel responsible for the force protection of more than 40 high-value assets supporting Operation Iraqi Freedom. Cited for exceptional professionalism, unrelenting perseverance, and loyal devotion to duty.

Petty Officer First Class

USN Active Duty

New Orleans, LA

Supervisor: (b) (6)

08/2006 - 05/2008

Full-time: 40 hrs/wk

E6/MA1

(b) (6)

As Watch Commander, Patrolman, and Gate Sentry I applied Federal, State, Local, and Base laws and regulations, conducting preliminary and final short-term investigations of a broad range of alleged and actual crimes onboard NAS JRB New Orleans. Provided supervision of the watch section in the performance of their duties as Watch Commander. I analyzed problems, gathered pertinent data, and recognized solutions to the problems. Communicated effectively with the community on a daily basis. Collateral duties included watch bill coordinator, and duty armorer accounting for the ready for issue (RFI) armory.

COMMUNICATION SKILLS: Assisted in joint operations with Immigration and Customs Enforcement, Naval Criminal Investigative Services, and local law enforcement agencies to apprehend illegal immigrants attempting to access the installation, as well as the apprehension of other offenders committing crimes onboard the installation.

KEY ACCOMPLISHMENTS:

- Implemented Anti-terrorism/Force Protection Measures on installation through vehicle inspections, watch standing, and surveillance techniques. Controlled access of vehicles and personnel through base and flight line entry control points as police officer in charge. Physically conducted inspections of commercial vehicles and other vehicle inspections through Random Anti-terrorism Measures in search of Improvised Explosive Devices and other contraband.
- Successfully generated 29 incident reports with few or no errors using Consolidated Law Enforcement Operation Center. Performed Field Sobriety Tests. Fingerprinted suspects of a crime and individuals requesting fingerprints for security clearances. Directed vehicle and pedestrian traffic during school hours. Participated in security operations during annual air show of 80,000 guests with no mishaps.
- Received the Navy and Marine Corps achievement medal for professional achievement as a patrolman for Naval Air Station, Joint Reserve Base New Orleans. Performance included over 220 traffic stops, 134 calls for security assistance, and completion of 29 incident reports. Received the Navy Good Conduct Medal.
- Received Top Performer Award at Master-at-Arms "A" School "William Jerry Lineberry" Award out of 30 other classmates.

PROFESSIONAL REFERENCES:

(b) (6)